

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
January 16, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Andrew Yam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of November 21, 2017 and December 19, 2017; and
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. RECEIPT AND EXPENDITURE REPORT:
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts
- c. LIBRARY FINES REPORT:
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

UNFINISHED BUSINESS

6. BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES REVIEW

Review of the current By-Laws of the Library Board of Trustees and discussion of possible changes

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report; and
- (2) Taking such additional, related, action that may be desirable.

NEW BUSINESS

7. TEEN/YA SUB-DIVISION 6002

Presentation regarding library sub-division responsible for services for teens/young adults in the library: YA Librarian Darren Braden

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report; and
- (2) Take such additional, related, action that may be desirable.

8. MID-YEAR REPORT

Presentation of mid-fiscal year 2017/18 report on library activities including progress on goals

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report; and
- (2) Take such additional, related, action that may be desirable.

9. STRATEGIC PLAN

Update on the library's progress on goals and objectives within its strategic plan

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for February 20, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: January 16, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of November 21, 2017 and December 19, 2017; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

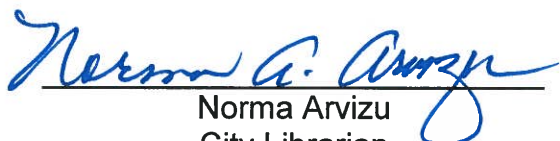
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. November 21, 2017 regular meeting minutes
2. December 19, 2017 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
November 21, 2017

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

November 21, 2017

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, November 21, 2017 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 7:02 P.M.

FLAG SALUTE:

Trustee Morín led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Betty Morín and Gloria Guerrero

BOARD MEMBERS ABSENT:

Jason Dhing and Andrew Yam

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary;
Tito Haes, Interim Public Works Director and William Phan from Cenergy Power

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

It was decided to move up agenda item **#7 Solar Panels Project** to be addressed after agenda item **#1 Oral and Written Communications** for the convenience of the guests making a presentation. Trustee Barron also stated that agenda item **#8 By-Laws of the Library Board of Trustees Review** would be tabled until a future meeting as he wished to have all Trustees present for this discussion.

PUBLIC COMMUNICATIONS:

None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

7. SOLAR PANELS PROJECT

City Librarian Arvizu noted that a year ago, she introduced the possibility of installing solar panels to the library as the City had proposed such a project. Interim Public Works Director Haes announced that the City Council has authorized the City to enter into an agreement with Cenergy Power to undertake the installation of solar panels at the library and other City sites.

Mr. Phan stated that Cenergy Power is an engineering and construction company with extensive experience in integrated solar development. The library project will save the library and City in energy costs and be greener. The system will produce 316530 kwh per year with an annual carbon offset of 236 metric tons of CO₂, the carbon equivalent of getting 50 cars

off the road per year. Mr. Phan noted that the amount of reflection off the solar panel array would be less than 2%, the equivalent of reflection off soil. The 500 solar panels at the library would be installed on top of semi-cantilever carport roofs. These would be located along the north and east facing walls of the parking lot. There would be a clearance of 14' (school buses would be able to clear). The library could determine the color of the carports to match the existing facility if desired.

Trustee Morin asked if the library would have input on the project. Interim Public Works Director Haes said that there would be pre-construction meetings and update meetings and the City would listen to the library's recommendations.

Mr. Phan stated that once construction begins, installation will occur in two phases with an estimated four weeks per phase. The area under construction will be blocked off and those spaces will be unusable for the duration of the installation. Construction would usually be from 7:00 a.m. – 4:00 p.m. with occasional Saturdays. The company would coordinate the logistics for delivery of materials which would be stored on the property or nearby. Interim Public Works Director Haes said that construction would not start until a plan has been finalized. The project could begin no earlier than mid-February/March 2018 but the library could request a delay as there are four sites in the City to complete. City Librarian Arvizu said that the library could request the timing of construction depending upon activities or scale back activities once a timeline is determined. Trustee Barron asked if there would be any outages due to installation. Mr. Phan said that they would try to do such work on off hours and if necessary, to notify the library and City well in advance.

Trustee Barron assumed that any savings as a result of the solar panels would go back to the City. City Librarian Arvizu noted that electricity costs are paid from the General Fund. Hopefully the funds that would have gone towards these costs if reduced could be directed to other library budget items. City Librarian Arvizu noted that she had been told that they would not see any significant savings during the first year, but she was very excited about this project and its potential impact for the future.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of October 17, 2017

Because there was not a quorum of Trustees who had been present at the meeting on October 17, 2017, this was carried over to the next meeting.

Action Taken: The Library Board of Trustees tabled the approval of the minutes from the regular meeting of October 17, 2017.

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

City Librarian Arvizu noted that at the last meeting, Trustee Barron had asked for a report on fines generated for the library. This report was included in this month's packet and will be included in each month's packet in the future. This month's report covers the cumulative collection of fines from July 1 through October 31, 2017. These fines are deposited into the City's General Fund.

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Morín and seconded by Trustee Guerrero. Motion carried by the following vote:
AYE:	Trustees Barron, Morín and Guerrero
NO:	None
ABSTAIN:	None
ABSENT:	Trustees Dhing and Yam

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that the library and City are working together to finalize the maintenance agreement with Innovative Interfaces, the company that provides and services the library's integrated systems including checkout, patron records, cataloging and computer time out. The library has used Innovative Interfaces since 1995 but with the recent more stringent scrutiny of vendor agreements, questions had been raised. The existing agreement allowed for up to a 10% increase per year. The increase has not been more than 2.5 – 5%. Also, the existing agreement stated that Innovative Interfaces had to be informed 90 days in advance of any cancellation but the company only had to notify the library/City 30 days in advance of any increase in fees. The City wanted the library to be notified 90 days as well. The City Council has approved the agreement for this fiscal year as an amendment to this effect was added.

The City Council also wants to know the cost of migrating to a cloud-based server. City Librarian Arvizu noted that this was a goal if Measure LL had passed. Because the server would be cloud-based, it would not be subject to any physical crisis or emergency such as equipment failure or an earthquake. Innovative Interfaces' Millennium system was originally chosen partly because it was the only system that provided Chinese and Spanish language options. Current costs are approximately \$40,000 per year. Migration to a cloud-based server would be an estimated \$67,000. City Librarian Arvizu stated that staff will generate a report, which will be presented to the Library Board and then to the City Council.

City Librarian Arvizu reported that the library and City are also working on finalizing an agreement with Bibliotheca (formerly 3M Library Systems). This agreement covers the library's security gates and check out equipment. Again, the library's agreement with this company pre-dates the current stricter enforcement of the agreement process. There is no record of the agreement going out to bid. The City will have to go to bid on this system or the City Council will have to agree to override the Municipal Code in this instance. Bibliotheca is the only vendor which can provide what the library needs.

The Library Foundation has agreed to purchase 14 chairs for the Friends Room to replace those broken or damaged at a cost of \$3,500. City Librarian Arvizu will come back to the Library Board next year to request the purchase of replacement tables for the Friends Room from the building trust account.

City Librarian Arvizu reported that the library, City, Shepherd of the Hills United Methodist Church and Boys and Girls Club are having issues regarding use of the parking lot. The Boys and Girls Club used to park their vans in the LINC lot. After that was made unavailable due to the condo project built in that location, the library allowed the club to use the library parking lot temporarily. Unfortunately, the Boys and Girls Club has never found alternate parking and there seems to be more vans and more special events with visitors to the Boys and Girls Club using the parking lot. City Librarian Arvizu is setting up a meeting with the Boys and Girls Club and the church. The City Clerk's Office and Public Works are researching whether there was a written agreement allowing the church use of a specific number of spaces in the library parking lot – the church claims that this was agreed to during the sale of its property to the City – or if it was just a verbal agreement as well as if there was a written agreement with the City to allow the Boys and Girls Club a certain number of spaces in its parking lot.

Trustee Guerrero said that when she was on the Library Board when the library building was being constructed, there was a discussion with the church regarding parking but she did not know if there was a contract or if it was only an understanding. The Boys and Girls Club was not involved in these discussions. Trustee Barron suggested checking the minutes of the Library Board and the City Council.

Trustee Morín noted that the minutes from the October meeting stated that 20 students were needed to proceed with the Spanish class but that amount had not yet been met. She asked if the class had been cancelled. City Librarian Arvizu stated that the library proceeded with the class. They are still awaiting confirmation of funding from Dr. Ed Wong and are paying the instructor's salary out of the literacy trust account until then. There is also interest from adults wishing to take Spanish.

City Librarian Arvizu reported that the Library Foundation is again promoting a Holiday Wish List hoping to encourage library patrons to donate towards the purchase of staff-recommended items. Asian American Economic Development Enterprises (AAEDE) has pledged to help support the wish list as well.

5. PRESIDENT'S REPORT:

Trustee Barron noted that he had seen a television report on the influx of the homeless at libraries. He recommended that any police involvement be first reported to the City Librarian as time might be critical and she would be better versed in library needs and procedures.

Trustee Barron noted that the By-Laws for the Library Trustees require that formal notices of cumulative absences leading to a warning or termination be sent by registered mail. This is one of the provisions that he wishes to discuss about the By-Laws but he wants to make sure that Board members are informed, especially the newer members.

Trustee Barron reported that he did attend the City Council meeting when the agreement with Innovative Interfaces was on the agenda and spoke in support of the City Librarian regarding this issue. He asked that the City Librarian notify the Library Board when there is a need for Trustees to be present at City Council meetings to support the library in matters concerning the library.

UNFINISHED BUSINESS:

6. HOLIDAY STAFF LUNCHEON:

Trustee Barron noted that he had volunteered to be in charge of the holiday staff luncheon to take place on December 12 starting at 10:30 a.m. Traditionally, each Trustee has donated \$25 – Trustee Yam has already given Trustee Barron \$30. The Library Foundation and Friends of the Library traditionally give \$100 each but this year offered \$225 each. They are aware that the Library Board members donate towards this event out of their own pockets (and more than once the organizer donated additional funds to cover costs), so they were more generous. Trustee Barron said that he is planning for 60 people.

7. DECEMBER 2017 MEETING:

Action Taken: The Library Board of Trustees cancelled the scheduled meeting for December 19, 2017.

MOTION:	Moved by Trustee Guerrero and seconded by Trustee Morín. Motion carried by the following vote:
AYE:	Trustees Barron, Morín and Guerrero
NO:	None
ABSTAIN:	None
ABSENT:	Trustees Dhing and Yam

10. 2018 HOLIDAY SCHEDULE:

The Library Board of Trustees reviewed the list of dates when the library will be closed due to Federal / City holidays in 2018.

Trustee Barron noted that he had expressed reservations previously to closing weekends before or after holidays. He understood that City Librarian Arvizu had explained that full-time library staff are also City employees and belong to employees' represented groups. Library staff are entitled to the same holiday schedule as other City employees. The library used to be open on weekends before or after holidays but used part-time staff to do so. Because of budget issues, the library no longer has that amount of staffing. City Librarian Arvizu noted that a similar complaint had been lodged with the City Council and she had responded to the complainant and provided the reasons for the closures to the City Council as well.

Action taken: The Library Board of Trustees approved the 2018 holiday closure schedule.

MOTION: Moved by Trustee Guerrero and seconded by Trustee Morín.
Motion carried by the following vote:

AYE:	Trustees Morín and Guerrero
NO:	Trustee Barron
ABSTAIN:	None
ABSENT:	Trustees Dhing and Yam

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS: None

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:35 p.m.


City Librarian

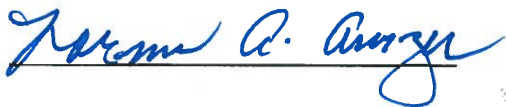
ATTACHMENT 1
Minutes
Regular Meeting
December 19, 2017

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

December 19, 2017

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, December 19, 2017 at 7:00 p.m., was cancelled due to a lack of agenda items.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for January 16, 2018 at 7:00 p.m. in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park.

A handwritten signature in blue ink, reading "Patricia A. Arroyo", is written over a horizontal line.

City Librarian



Library Board of Trustees Staff Report

DATE: January 16, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for December 2017.


BACKGROUND:

None


FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for December 2017
2. Trust and Agency Account Report for December 2017
3. Library Fines Report for December 2017

ATTACHMENT 1
Receipt and Expenditure Report
December 2017

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	177,276.00-	20,711.05	89,667.76	0.00	87,608.24-	50.6 0010
11300 PART TIME SALARIES	39,240.00-	4,786.24	23,776.62	0.00	15,463.38-	60.6 0010
11500 SEPARATION BENEFITS	10,401.00-	866.75	5,200.50	0.00	5,200.50-	50.0 0010
12200 LIFE INSURANCE	359.00-	72.80	222.30	0.00	136.70-	61.9 0010
12300 MEDICAL INSURANCE	17,719.00-	2,744.52	10,087.32	0.00	7,631.68-	56.9 0010
12350 MEDICARE INSURANCE	2,578.00-	372.51	1,665.59	0.00	912.41-	64.6 0010
12370 PART TIME RETIREMENT	1,569.00-	147.44	735.29	0.00	833.71-	46.9 0012
12400 DENTAL INSURANCE	1,221.00-	203.36	711.76	0.00	509.24-	58.3 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,536.52	0.00	1,536.48-	50.0 0010
12600 RETIREMENT	51,010.00-	5,868.76	27,471.90	0.00	23,538.10-	53.9 0012
12900 LONG TERM DISABILITY	792.00-	132.00	462.00	0.00	330.00-	58.3 0010
12950 VISION PLAN	436.00-	72.64	254.24	0.00	181.76-	58.3 0010
Object 1000 Total	305,674.00-	36,234.15	161,791.80	0.00	143,882.20-	52.9
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	98.30	0.00	351.70-	21.8 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	129.13	1,053.69	0.00	4,446.31-	19.2 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	0.00	3,480.90	0.00	6,482.10-	34.9 0010
Object 2000 Total	15,913.00-	129.13	4,632.89	0.00	11,280.11-	29.1
31700 DATA PROCESSING	10,224.00-	803.00	4,818.00	0.00	5,406.00-	47.1 0010
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.0 0131
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	5,000.00-	415.24	2,066.42	0.00	2,933.58-	41.3 0010
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	2,553.00	0.00	2,553.00-	50.0 0010
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	2,838.98	0.00	2,839.02-	50.0 0131
32200 POSTAGE	1,000.00-	82.97	409.48	0.00	590.52-	41.0 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	248.13	0.00	1,251.87-	16.5 0010
33200 CONFERENCES/SEMINARS	1,370.00-	0.00	32.00	0.00	1,338.00-	2.3 0010
36100 ELECTRICITY	97,000.00-	6,577.23	57,984.38	0.00	39,015.62-	59.8 0010
36100 ELECTRICITY	16,390.00-	896.89	7,906.95	0.00	8,483.05-	48.2 0131
36200 GAS SERVICE	7,160.00-	60.56	185.26	0.00	6,974.74-	2.6 0010
38100 REPAIRS & MTC BUILDINGS	11,178.00-	0.00	539.29	0.00	10,638.71-	4.8 0010
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	0.00	503.76	0.00	11,016.24-	4.4 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	5,119.98	0.00	2,119.98	170.7 0131
39250 PRINTING & DUPLICATING	500.00-	43.80	43.80	0.00	456.20-	8.8 0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE			
39300 DUES/MEMBERSHIPS	3,150.00-	0.00	150.00	0.00	3,000.00-	4.8 0010
Object 3000 Total	193,140.00-	10,631.69	85,399.43	0.00	107,740.57-	44.2
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0 0010
42200 LEASE PRINCIPAL PAYMENT	372,517.00-	184,500.88	184,500.88	0.00	188,016.12-	49.5 0131
42240 LOAN INTEREST	10,679.00-	7,096.44	7,096.44	0.00	3,582.56-	66.5 0131
Object 4000 Total	386,196.00-	191,597.32	191,597.32	0.00	194,598.68-	49.6
DEPARTMENT: 6001 TOTAL	900,923.00-	238,592.29	443,421.44	0.00	457,501.56-	49.2

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	235,877.08-	28,586.06	116,632.96	0.00	119,244.12-	49.5 0010
11300 PART TIME SALARIES	0.00	0.00	1,430.40	0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	1,779.84	10,392.48	0.00	20,821.52-	33.3 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	7,223.02	0.00	7,222.98-	50.0 0010
12200 LIFE INSURANCE	468.00-	117.00	312.00	0.00	156.00-	66.7 0010
12300 MEDICAL INSURANCE	32,819.00-	5,859.80	19,380.25	0.00	13,438.75-	59.0 0010
12350 MEDICARE INSURANCE	3,389.00-	400.01	1,760.42	0.00	1,628.58-	52.0 0010
12350 MEDICARE INSURANCE	0.00	25.81	58.64	0.00	58.64	0.00 0131
12370 PART TIME RETIREMENT	628.00-	0.00	311.13	0.00	316.87-	49.5 0012
12370 PART TIME RETIREMENT	1,248.00-	71.19	161.76	0.00	1,086.24-	13.0 0131
12400 DENTAL INSURANCE	2,130.00-	359.96	1,239.86	0.00	890.14-	58.2 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,536.52	0.00	1,536.48-	50.0 0010
12600 RETIREMENT	67,837.59-	7,681.97	33,632.77	0.00	34,204.82-	49.6 0012
12750 CITY 401 PLAN	0.00	25.00	25.00	0.00	25.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	198.00	693.00	0.00	495.00-	58.3 0010
12950 VISION PLAN	616.00-	124.58	362.58	0.00	253.42-	58.9 0010
Object 1000 Total	394,933.67-	46,689.13	195,152.79	0.00	199,780.88-	49.4
21350 OTHER OFFICE SUPPLIES	2,000.00-	213.66-	499.28	0.00	1,500.72-	25.0 0010
22750 OTHER OPERATING SUPPLIES	0.00	213.66	213.66	0.00	213.66	0.00 0428
Object 2000 Total	2,000.00-	0.00	712.94	0.00	1,287.06-	35.6
31950 OTHER PROFESSIONAL SERVICES	0.00	500.00	3,100.00	0.00	3,100.00	0.00 0428
Object 3000 Total	0.00	500.00	3,100.00	0.00	3,100.00	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	0.00	4,817.05	0.00	26,182.95-	15.5 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	36,000.00-	0.00	4,817.05	0.00	31,182.95-	13.4
DEPARTMENT: 6002 TOTAL	432,933.67-	47,189.13	203,782.78	0.00	229,150.89-	47.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	259,066.93-	31,863.05	129,781.40	0.00	129,285.53-	50.1	0010
11300 PART TIME SALARIES	16,640.00-	484.09	1,728.03	0.00	14,911.97-	10.4	0010
11400 OVERTIME SALARIES	0.00	0.00	121.79	0.00	121.79	0.00	0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	9,822.98	0.00	9,823.02-	50.0	0010
12200 LIFE INSURANCE	624.00-	156.00	416.00	0.00	208.00-	66.7	0010
12300 MEDICAL INSURANCE	42,231.00-	7,516.10	25,192.33	0.00	17,038.67-	59.6	0010
12350 MEDICARE INSURANCE	3,704.00-	503.63	1,919.50	0.00	1,784.50-	51.8	0010
12370 PART TIME RETIREMENT	666.00-	19.36	69.14	0.00	596.86-	10.4	0012
12400 DENTAL INSURANCE	2,740.00-	461.64	1,595.74	0.00	1,144.26-	58.2	0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	2,142.98	0.00	2,143.02-	50.0	0010
12600 RETIREMENT	74,135.82-	8,569.43	37,433.09	0.00	36,702.73-	50.5	0012
12750 CITY 401 PLAN	0.00	50.00	50.00	0.00	50.00	0.00	0010
12900 LONG TERM DISABILITY	1,584.00-	264.00	924.00	0.00	660.00-	58.3	0010
12950 VISION PLAN	657.00-	142.39	397.14	0.00	259.86-	60.5	0010
Object 1000 Total	425,980.75-	52,024.03	211,594.12	0.00	214,386.63-	49.7	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	0.00	3,314.28	0.00	3,885.72-	46.0	0010
Object 2000 Total	7,200.00-	0.00	3,314.28	0.00	3,885.72-	46.0	
31700 DATA PROCESSING	6,000.00-	0.00	3,860.28	0.00	2,139.72-	64.3	0010
31700 DATA PROCESSING	6,834.00-	0.00	0.00	0.00	6,834.00-	0.0	0131
38400 R&M MACHINERY AND EQUIPMENT	84,850.00-	0.00	33,887.33	39,445.92	11,516.75-	86.4	0010
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0	0010
Object 3000 Total	98,634.00-	0.00	37,747.61	39,445.92	21,440.47-	78.3	
DEPARTMENT: 6003 TOTAL	531,814.75-	52,024.03	252,656.01	39,445.92	239,712.82-	54.9	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	203,379.00-	26,956.87	109,386.72	0.00	0.00	93,992.28-	53.8 0010
11300 PART TIME SALARIES	48,878.00-	4,782.47	24,995.45	0.00	0.00	23,882.55-	51.1 0010
11300 PART TIME SALARIES	31,152.00-	4,455.14	17,008.61	0.00	0.00	14,143.39-	54.6 0131
11400 OVERTIME SALARIES	0.00	57.69	283.79	0.00	0.00	283.79	0.00 0010
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	8,898.52	0.00	0.00	8,898.48-	50.0 0010
12200 LIFE INSURANCE	624.00-	156.00	416.00	0.00	0.00	208.00-	66.7 0010
12300 MEDICAL INSURANCE	42,204.00-	7,738.08	25,242.98	0.00	0.00	16,961.02-	59.8 0010
12350 MEDICARE INSURANCE	2,933.00-	447.23	2,023.32	0.00	0.00	909.68-	69.0 0010
12350 MEDICARE INSURANCE	0.00	64.60	157.08	0.00	0.00	157.08	0.00 0131
12370 PART TIME RETIREMENT	0.00	191.31	442.32	0.00	0.00	442.32	0.00 0012
12370 PART TIME RETIREMENT	4,000.00-	178.20	1,237.91	0.00	0.00	2,762.09-	30.9 0131
12400 DENTAL INSURANCE	2,031.00-	338.36	1,184.26	0.00	0.00	846.74-	58.3 0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	2,709.98	0.00	0.00	2,710.02-	50.0 0010
12600 RETIREMENT	58,591.04-	7,256.33	31,572.02	0.00	0.00	27,019.02-	53.9 0012
12750 CITY 401 PLAN	0.00	75.00	75.00	0.00	0.00	75.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	264.00	924.00	0.00	0.00	660.00-	58.3 0010
12950 VISION PLAN	519.00-	125.45	341.30	0.00	0.00	177.70-	65.8 0010
Object 1000 Total	419,112.04-	55,021.48	226,899.26	0.00	0.00	192,212.78-	54.1
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	0.00	108.43	0.00	0.00	2,911.57-	3.6 0010
Object 2000 Total	3,020.00-	0.00	108.43	0.00	0.00	2,911.57-	3.6
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00	0.00	0.00	4,900.00-	0.0 0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	5,150.00-	0.00	0.00	0.00	0.00	5,150.00-	0.0
DEPARTMENT: 6004 TOTAL	427,282.04-	55,021.48	227,007.69	0.00	0.00	200,274.35-	53.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	72,092.00-	8,389.39	35,679.86	0.00	36,412.14-	49.5 0010
11200 PERMANENT SALARIES	29,846.00-	0.00	2,719.50	0.00	27,126.50-	9.1 0142
11200 PERMANENT SALARIES	12,791.00-	0.00	0.00	0.00	12,791.00-	0.0 0163
11300 PART TIME SALARIES	20,905.00-	3,617.49	12,891.59	0.00	8,013.41-	61.7 0142
11300 PART TIME SALARIES	10,526.00-	1,026.19	4,330.42	0.00	6,195.58-	41.1 0163
11300 PART TIME SALARIES	14,178.00-	157.87	157.87	0.00	14,020.13-	1.1 0445
11300 PART TIME SALARIES	14,000.00-	1,070.16	4,720.07	0.00	9,279.93-	33.7 0454
11400 OVERTIME SALARIES	0.00	0.00	19.70	0.00	19.70	0.00 0010
11500 SEPARATION BENEFITS	3,583.00-	298.58	1,791.52	0.00	1,791.48-	50.0 0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	2,123.48	0.00	2,123.52-	50.0 0142
12200 LIFE INSURANCE	156.00-	39.00	104.00	0.00	52.00-	66.7 0010
12200 LIFE INSURANCE	110.00-	0.00	0.00	0.00	110.00-	0.0 0142
12200 LIFE INSURANCE	47.00-	0.00	0.00	0.00	47.00-	0.0 0163
12300 MEDICAL INSURANCE	12,269.00-	2,274.80	7,366.80	0.00	4,902.20-	60.0 0010
12300 MEDICAL INSURANCE	8,988.00-	0.00	0.00	0.00	8,988.00-	0.0 0142
12300 MEDICAL INSURANCE	3,852.00-	0.00	0.00	0.00	3,852.00-	0.0 0163
12350 MEDICARE INSURANCE	1,020.00-	110.06	484.70	0.00	535.30-	47.5 0010
12350 MEDICARE INSURANCE	433.00-	52.43	226.30	0.00	206.70-	52.3 0142
12350 MEDICARE INSURANCE	186.00-	14.88	94.52	0.00	91.48-	50.8 0163
12350 MEDICARE INSURANCE	0.00	2.29	2.29	0.00	2.29	0.00 0445
12350 MEDICARE INSURANCE	0.00	15.52	36.72	0.00	36.72	0.00 0454
12370 PART TIME RETIREMENT	0.00	6.32	6.32	0.00	6.32	0.00 0012
12370 PART TIME RETIREMENT	741.00-	95.77	404.15	0.00	336.85-	54.5 0142
12370 PART TIME RETIREMENT	421.00-	41.05	173.24	0.00	247.76-	41.1 0163
12400 DENTAL INSURANCE	590.00-	98.28	343.98	0.00	246.02-	58.3 0010
12400 DENTAL INSURANCE	21.00-	0.00	0.00	0.00	21.00-	0.0 0142
12400 DENTAL INSURANCE	9.00-	0.00	0.00	0.00	9.00-	0.0 0163
12500 WORKERS COMPENSATION	1,618.00-	134.83	809.02	0.00	808.98-	50.0 0010
12600 RETIREMENT	20,716.20-	2,549.44	11,690.50	0.00	9,025.70-	56.4 0012
12600 RETIREMENT	11,460.00-	340.85	1,622.93	0.00	9,837.07-	14.2 0142
12600 RETIREMENT	4,912.00-	0.00	0.00	0.00	4,912.00-	0.0 0163
12900 LONG TERM DISABILITY	396.00-	66.00	231.00	0.00	165.00-	58.3 0010
12900 LONG TERM DISABILITY	278.00-	0.00	0.00	0.00	278.00-	0.0 0142
12900 LONG TERM DISABILITY	119.00-	0.00	0.00	0.00	119.00-	0.0 0163
12950 VISION PLAN	139.00-	23.06	80.71	0.00	58.29-	58.1 0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
12950 VISION PLAN	135.00-	0.00	0.00	0.00	135.00-	0.0 0142
12950 VISION PLAN	58.00-	0.00	0.00	0.00	58.00-	0.0 0163
Object 1000 Total	250,842.20-	20,778.18	88,111.19	0.00	162,731.01-	35.1
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	1,272.49	0.00	1,227.51-	50.9 0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0454
Object 2000 Total	5,000.00-	0.00	1,272.49	0.00	3,727.51-	25.4
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	230.00	262.00	0.00	1,238.00-	17.5 0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	0.00	212.85-	14.9 0445
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	32.00	0.00	2,468.00-	1.3 0445
Object 3000 Total	9,050.00-	230.00	331.15	0.00	8,718.85-	3.7
40000 BOOKS & SUBSCRIPTIONS	2,582.00-	0.00	0.00	0.00	2,582.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	2,848.19	0.00	3,651.81-	43.8 0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0 0445
Object 4000 Total	11,032.00-	0.00	2,848.19	0.00	8,183.81-	25.8
DEPARTMENT: 6005 TOTAL	275,924.20-	21,008.18	92,563.02	0.00	183,361.18-	33.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
11200 PERMANENT SALARIES	183,074.08-	22,576.91	91,568.16	0.00	91,505.92- 50.0 0010
11300 PART TIME SALARIES	25,100.00-	1,269.65	6,924.37	0.00	18,175.63- 27.6 0131
11500 SEPARATION BENEFITS	10,690.00-	890.83	5,345.02	0.00	5,344.98- 50.0 0010
12200 LIFE INSURANCE	468.00-	117.00	312.00	0.00	156.00- 66.7 0010
12300 MEDICAL INSURANCE	22,692.00-	3,871.78	13,266.58	0.00	9,425.42- 58.5 0010
12350 MEDICARE INSURANCE	2,627.00-	328.24	1,384.77	0.00	1,242.23- 52.7 0010
12350 MEDICARE INSURANCE	0.00	18.42	47.76	0.00	47.76 0.00 0131
12370 PART TIME RETIREMENT	1,605.00-	50.79	277.00	0.00	1,328.00- 17.3 0131
12400 DENTAL INSURANCE	1,141.00-	175.12	612.92	0.00	528.08- 53.7 0010
12500 WORKERS COMPENSATION	3,154.00-	262.83	1,577.02	0.00	1,576.98- 50.0 0010
12600 RETIREMENT	52,687.72-	6,073.69	26,418.44	0.00	26,269.28- 50.1 0012
12750 CITY 401 PLAN	0.00	75.00	75.00	0.00	75.00 0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	198.00	693.00	0.00	495.00- 58.3 0010
12950 VISION PLAN	496.00-	88.28	257.28	0.00	238.72- 51.9 0010
Object 1000 Total	304,922.80-	35,996.54	148,759.32	0.00	156,163.48- 48.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	237.00	1,337.97	0.00	5,162.03- 20.6 0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	47.55	0.00	952.45- 4.8 0131
Object 2000 Total	7,500.00-	237.00	1,385.52	0.00	6,114.48- 18.5
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00- 0.0 0010
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00- 0.0
40000 BOOKS & SUBSCRIPTIONS	15,000.00-	0.00	0.00	0.00	15,000.00- 0.0 0010
40000 BOOKS & SUBSCRIPTIONS	9,763.00-	0.00	4,023.08	0.00	5,739.92- 41.2 0131
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	7,472.99	0.00	27.01- 99.6 0530
40500 LIBRARY DATABASES	625.00-	0.00	0.00	0.00	625.00- 0.0 0131
Object 4000 Total	32,888.00-	0.00	11,496.07	0.00	21,391.93- 35.0
DEPARTMENT: 6006 TOTAL	345,560.80-	36,233.54	161,640.91	0.00	183,919.89- 46.8
DEPT SERIES: 6000 TOTAL	2,914,438.46-	450,068.65	1,381,071.85	39,445.92	1,493,920.69- 48.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

REPORT TOTALS	\$2,914,438.46-	\$450,068.65	\$1,381,071.85	\$39,445.92	\$1,493,920.69-	48.7
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CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 12/01/2017 TO 12/31/2017

50.0% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,101,465.46-	246,743.51	1,032,308.48	0.00	1,069,156.98-	49.1
2000 OPERATION EXPENDITURES	40,633.00-	366.13	11,426.55	0.00	29,206.45-	28.1
3000 PROFESSIONAL EXPENDITURES	306,224.00-	11,361.69	126,578.19	39,445.92	140,199.89-	54.2
4000 OTHER OVERHEAD	466,116.00-	191,597.32	210,758.63	0.00	255,357.37-	45.2
TOTALS	\$2,914,438.46-	\$450,068.65	\$1,381,071.85	\$39,445.92	\$1,493,920.69-	48.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2017 TO 12/31/2017
FUND SUMMARY

50.0% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED
					ENCUMBERED	YEAR TO DATE	ENCUMBERED		
0010	GENERAL FUND	1,884,083.09-	202,238.17	918,747.90	39,445.92			925,889.27-	50.9
0012	RETIREMENT FUND	327,841.37-	38,364.05	169,782.92	0.00			158,058.45-	51.8
0131	LIBRARY TAX FUND	531,669.00-	201,734.35	247,799.47	0.00			283,869.53-	46.6
0142	EL CIVIC EDUCATION GRANT	79,746.00-	4,460.46	19,987.95	0.00			59,758.05-	25.1
0163	CAL LIBRARY LITERACY SVC GRAN	32,921.00-	1,082.12	4,598.18	0.00			28,322.82-	14.0
0428	CA COUNCIL FOR THE HUMANITIES	0.00	713.66	3,313.66	0.00			3,313.66	0.00
0445	LITERACY TRUST GRANT	32,178.00-	390.16	4,611.99	0.00			27,566.01-	14.3
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	1,085.68	4,756.79	0.00			13,743.21-	25.7
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99	0.00			27.01-	99.6
TOTALS		\$2,914,438.46-	\$450,068.65	\$1,381,071.85	\$39,445.92			\$1,493,920.69-	48.7

ATTACHMENT 2
Trust and Agency Account Report
December 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: December 31, 2017

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of December 31, 2017

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 813.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 813.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 18,575.97
Deposits (Water Bill Donation: 12/31/17)	443.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 19,018.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 61,656.36
Deposits	3,000.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 64,656.36</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 94,802.08**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,457.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,457.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 54,863.29
Deposits	(Passport fees) 745.00
	(Passport fees) 995.00
	(Passport fees) 970.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 57,573.29</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 242,833.27**

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

ATTACHMENT 3
Library Fines Report
December 2017

CITY OF MONTEREY PARK

YTD INQUIRY

From: 12/01/2017 To: 12/31/2017

BEGIN DATE: 12/01/2017

END DATE: 12/31/2017

ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	12/01/2017	CR 298513	126887	11.25-
0010-701-0010-07410		FINES	12/01/2017	CR 298528	126921	72.00-
0010-701-0010-07410		FINES	12/05/2017	CR 298565	127135	51.00-
0010-701-0010-07410		FINES	12/05/2017	CR 298566	127136	15.75-
0010-701-0010-07410		FINES	12/05/2017	CR 298567	127137	60.50-
0010-701-0010-07410		FINES	12/06/2017	CR 298593	127255	46.50-
0010-701-0010-07410		FINES	12/07/2017	CR 298611	127413	48.00-
0010-701-0010-07410		FINES	12/08/2017	CR 298625	127520	42.00-
0010-701-0010-07410		FINES	12/08/2017	CR 298630	127581	54.00-
0010-701-0010-07410		FINES	12/12/2017	CR 298657	127764	10.85-
0010-701-0010-07410		FINES	12/12/2017	CR 298658	127769	75.06-
0010-701-0010-07410		FINE	12/12/2017	CR 298659	127768	40.00-
0010-701-0010-07410		FINES	12/13/2017	CR 298668	79393	45.75-
0010-701-0010-07410		FINES	12/15/2017	CR 298691	128001	77.50-
0010-701-0010-07410		FINES	12/15/2017	CR 298692	128002	28.00-
0010-701-0010-07410		LIBRARY FINES	12/15/2017	CR 298828	128074	29.50-
0010-701-0010-07410		CASH REGISTER/ FINES	12/19/2017	CR 298891	128192	49.10-
0010-701-0010-07410		FINES	12/19/2017	CR 298910	79692	7.00-
0010-701-0010-07410		FINES	12/19/2017	CR 298911	79693	23.25-
0010-701-0010-07410		FINES	12/20/2017	CR 298912	128246	94.51-
0010-701-0010-07410		FINES	12/21/2017	CR 298941	128357	89.50-
0010-701-0010-07410		FINE	12/26/2017	CR 298959	128397	60.26-
0010-701-0010-07410		FINES	12/28/2017	CR 299076	80067	19.25-
0010-701-0010-07410		FINES	12/28/2017	CR 299077	80066	10.25-
0010-701-0010-07410		FINES	12/28/2017	CR 299078	128664	28.10-
REPORT TOTAL						\$1,088.88-

Previous balance 07/01/2017 - 11/30/2017 = \$6,632.43
 Month to date 12/01/2017 - 12/31/2017 = \$1,088.88
 Fiscal Year to date 07/01/2017 - 12/31/2017 = \$7,721.31



Library Board of Trustees Staff Report

DATE: January 16, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

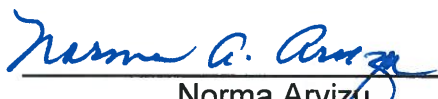
BACKGROUND:

None

FISCAL IMPACT:


None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: January 2018 Report

Dear Library Board of Trustees:

Library staff have been remarkably effective in getting their Mid Year Reports and Strategic Plan updates completed, prepping for new programs, reinstating and/or reopening temporary closed ones to support the community along with properly setting new objectives in their respective divisions for the New Year. What a great feeling it will be to accomplish what seemed impossible a few weeks ago prior to the seasonal holidays. Staff continue to set new standards with an attitude of "Let's finish the job right and then celebrate!"

The deadline for certification on existing end of year grants or grant deliverables is rapidly approaching. Grants not certified to meet their operational budgets during this mid year period will need to make adjustments to exhaust expenditures on a timely manner to meet the closures of grant deadlines by the end of the fiscal year.

Be prepared for upcoming important City Council meetings featuring such subjects as the Mid Year Report and the 2018/19 Budget preparation kickoff to reaffirm the need to make an all-out effort to make accurate projections of the library's future with the expiration of the library tax in June 2018. While our challenges are great, library staff is convinced that our team of talented, committed professionals will deliver to our community a solid and consistent program of services regardless of possible days of closures. If we all pull together and pledge our total commitment and effort, we will succeed in reaching this important goal.

I want to take this opportunity to thank each of you for the terrific job you have been doing to keep the library viable in our community. I appreciate your hard work and devotion as volunteer trustees for the library. The contributions of each team member are crucial for our success as we move forward into 2018/19 fiscal year.

Thank you for your efforts and personal contributions as we work toward this goal together.

Sincerely,
Norma Arvizu
City Librarian



Staffing

Two new part-time Library Pages started with the library on December 11. Emily Thammavongsa, a student at Mark Keppel High School, who had previously volunteered with Administration, was hired in Circulation and Rudy Jimenez, who also works part-time at the

Arcadia Public Library, will split his time between Technical Services and LAMP.

LAMP is also waiting on its second new hire for part-time Library Page to clear the background check and begin work.

Part-time Reference Librarian Maritxu deAlaiza resigned from the library on December 11.



Training/Workshops/Classes

City Librarian Norma Arvizu, Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu and Circulation Services Supervisor Julie Villanueva attended the workshop *Workplace Bullying: A Growing Concern*, on December 13 from 1- 3 pm at Almansor Court in Alhambra. Julie noted that the

workshop offered tips on how bullying differs from unlawful harassment, how to recognize when it occurs, and address the impact of this conduct on the workplace. It also stressed the role of the "bystander" in managing workplace bullying. The workshop also covered cyberbullying. Evena reported that the session provided pragmatic advice for holding bullies accountable for their conduct and for assisting "targets" of bullying in reporting and responding to bullying conduct.

On December 18, City Librarian Arvizu viewed the online webinar, *How to Use the Community Resiliency Model to Assist Youth in Need*. This training was presented as part of the California State Library Mental Health Initiative for library staff who were invited to learn key concepts of the Community Resiliency Model (CRM). This 45-minute presentation talked about the CRM skills in relation to youth, with particular emphasis on the Help Now! Skill and other exercises adapted specifically for use with children and youth.

On December 6, **Technical Services Senior Librarian Evena Shu** attended the disaster preparedness training by the Westpac at the Huntington Library. *Protecting Cultural Collections* training is presented in a sequence of two archived webinars plus one in-person workshop to produce the following outcomes:

- Complete a disaster response & collection salvage plan
- Learn how to train staff to implement the plan effectively
- Set pre- and post-disaster action priorities for the collections
- Understand practical decision-making skills needed during an emergency
- Experience salvage procedures for books, documents, photos and objects

A workshop at the recent California Library Association conference was *Free Your Fines and the Rest Will Follow*. The discussion involved three libraries who have discontinued charging overdue fines with various methods and the results they have had. This conference became available as a posted video and **all Circulation Library Clerks** are being asked to view it. Given the recent change with the County of Los Angeles no longer charging overdue fines to patrons under the age of 21, it is a topic of interest to staff.

The California State Library in partnership with Los Angeles County Library offered via YouTube an eight-part video series that addressed different aspects of library patrons affected by mental illness and suggestions as to how library staff should interact with patrons. These short 5-10 minute videos continue to be viewed by **all Circulation Library Clerks**.

Acting Literacy Program Administrator Jose Garcia participated in the *CASAS California Implementation: Advanced IT – CASAS from the Inside Out* online training on December 11. This training is required for all WIOA Title II funded agencies. By completing this training, the LAMP program can continue to use the CASAS testing materials and receive funding for student results. The training covered the CASAS testing system and emphasized that they are not "proficiency" tests but instead are used to suggest placement. The three key components of the tests are Competencies, Content Standards and Task Area. They demonstrated several reports available in TOPS Enterprise that can be used to inform instruction based on testing results.

On December 28 Jose completed the Passport Acceptance Agent Training for Existing Agents Recertification. In order for our facility to continue to accept passport applications, all agents must recertify yearly. By completing this training as the Program Manager, the LAMP office can continue providing this service in 2018.



Outreach/Meetings/Conferences

City Librarian Norma Arvizu attended the Annual Literacy Tutor of the Year Recognition at the Luminarias Restaurant on December 16. The literacy program recognized Sam Fechenbach as this year's tutor. The Honorable Mike Eng presented the Harvey Elparin Award. Acting Literacy Administrator Jose Garcia was the Master of Ceremonies and used the Los Angeles Dodger's organizational model in comparison with the literacy program model and key players. The function was well attended.

From December 4 through December 8 **Children's Senior Librarian Diana Garcia** attended the Public Library Association's Leadership Academy in Chicago. She was one of 28 librarians nationwide selected to participate in the immersive leadership development experience. Diana spent the week with a cohort of accomplished professionals working at all levels in public libraries and benefitted from the mentorship of academics, library directors and Public Library Association leadership. Topics addressed during the week included asset based community development, working within the municipal government structure, building professional networks, connecting organizations and community groups to the library, and personal leadership development. As a part of the Leadership Academy work, Diana is developing a project to introduce Starlings, a new language development tool, into the library collection for checkout by patrons. The Starling is a wearable consumer technology that allows caregivers to track how many words are spoken to children daily, the single most predictive factor in early language and literacy development and in academic success once children enter school.





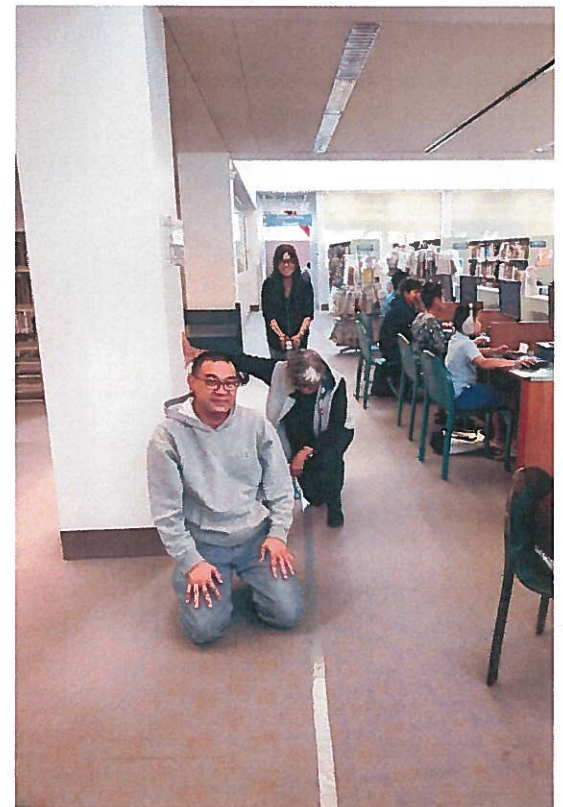
Diana worked with UCLA professor and California State Library consultant, Cindy Mediavilla, on a session proposal for *Seguirnos Creando Enlaces*, a San Diego conference that brings together librarians from the US and Mexico to discuss topics of interest to Latino and immigrant communities.

ADMINISTRATION

Santa's elves were taller and more local than usual, as **members of the Library Foundation plus a Library Board trustee** helped decorate the library and Friends Room on Sunday, December 10 in advance of Santa's annual visit to the library!



From left: Dolores Rillos, Shirley Batman, Mary Ann Garcia-Barlow, Theresa Amador, Jason Dhing and Alicia Martinez





And then the jolly fellow was here! On Monday, December 11 at 7:00 p.m. in the Friends Room, Santa (aka former Foundation member Richard Gorman) arrived to greet children and take photos with his fans. The Friends of the Library gave each child a candy cane and each adult a See's Candies lollypop while the Library Foundation gave each family a Christmas-themed book. Afterwards, Santa and all of his festive, happy helpers posed for a group photo. *For more on this event, please see the Children's section of this report.*



From left: Diane Gin, Ellen Johannsen, Lorraine Esparza, Dolores Rillos, Mary Ann Garcia-Barlow, Santa (Richard Gorman), Alicia Martinez, Shirley Batman, Carol Sullivan, Betty Morin, Theresa Amador, Bob Gin, Jason Dhing, Norma Arvizu and Gwen Kishida

Foundation members plus Board liaison and honorary member Jason Dhing continue to plan for its first-ever **High Tea at the Library** to be held on Saturday, February 3, 2018.



To respond or for more information,
please call (826) 307-1269
or visit www.montereypark.ca.gov/library

THE PLEASURE OF YOUR COMPANY IS REQUESTED AT AN
ELEGANT CELEBRATION

High Tea at the Library

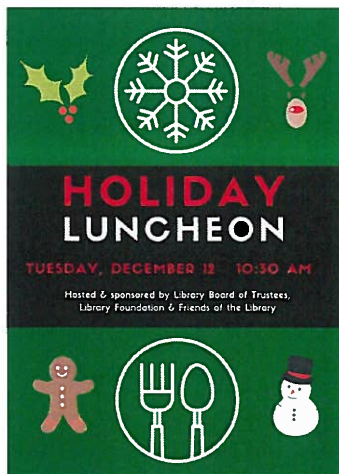
February 3, 2018
2:00–4:00 p.m.

Please join us at the inaugural High Tea
at the Monterey Park Bruggemeyer Library.
Hosted by the Monterey Park Library Foundation,
the event will feature a delicious menu of tea,
savory sandwiches and exquisite sweets.
Entertainment will include music performed by the
Mark Keppel High School String Ensemble.
You are encouraged to dress up in your finest High Tea attire!

\$50 per person – only 100 tickets available!
All proceeds benefit this community's library

MONTEREY PARK BRUGGEMEYER LIBRARY
318 S. RAMONA AVENUE, MONTEREY PARK, CA 91754

The Friends of the Library continued to sell See's candy in the bookstore. The lure of chocolate was strong, as many library staff members and patrons succumbed to temptation and purchased multiple boxes! But since this is a fundraiser for the library, it was a win-win for everyone.



The Friends Bookstore raised **\$521.55** during December 2017.

The **Library Board of Trustees, Library Foundation** and **Friends of the Library** contributed towards a holiday luncheon for library staff. **Board President David Barron** organized a delicious spread of Italian deli meats and cheeses for sandwiches and side salads while **Trustee Guerrero** picked up yummy cookies and pastries for dessert. As a special treat, **part-time Janitor Cecilio Rodriguez** brought in tamales that his mother had made for all to enjoy! Everyone who attended had

a wonderful time and thoroughly appreciated the generosity and thoughtfulness of these special library supporters.

Administration Staffing

On December 27, **City Librarian Norma Arvizu** served as a panel rater for the open recruitment interviews for the position of Director of Recreation and Community Services for the City along with Economic and Community Development Director Michael Huntley, MPPD Police Chief Jim Smith and Human Resources and Risk Director Tom Cody.

Administrative Secretary Gwen Kishida designed a more comprehensive flyer for the Library Foundation High Tea event including ticket and sponsorship information. She also helped organize, set up and break down for the staff holiday luncheon on December 12.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.	Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently on the library homepage.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.	The library has discussed the need for additional specific signage for Passport Services and other revamped areas.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.	The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.	Staff had a booth at the City's Geranium Festival on October 14. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES



Eye Health Screening Event

The Lions Mobile Health Screening Unit partnered with the library to bring the Lions eyemobile to the library on Saturday, December 9 from 9 am – 3 pm. Free community vision screenings were offered at the eyemobile while it was parked in front of the library from 9 am – 3 pm. The screenings were free and open to the public on a first-come, first served basis. Information about open enrollment with the Affordable Care Act was provided by Unigen Insurance Services. 50 people attended the program.



Monthly Film Program

Reference Librarian Maggie Wang screened a Swedish film, *A Man Called Ove*, for the monthly film program on Wednesday, December 20 at 2 pm in the Friends Room. The audience of 27 people watched the 2017 Oscar-nominated Foreign Language film.



Basic Mandarin Classes

Basic Mandarin Classes ended during the second week in December with a total of 20 adults attending the classes. A new session of classes will begin in January 2018.

YA SERVICES



Mid Week Movies

The latest Spider-Man movie, *Homecoming*, was screened on December 1 at 3 pm in the Friends Room. An audience of 26 people enjoyed the new film starring Tom Holland as an ordinary high school student with super hero powers. The film *Transformers* was screened to an audience of 9 people on December 27 at 3 pm in the Friends Room.

Junior Friends Meeting

There were no Junior Friends meetings in December because of finals. Teen Librarian Darren Braden set up tables and snacks and invited students to study in the Friends Room on December 11. Twelve students participated in the study time program.

Junior Friends Sponsored Program

Gift making was the theme for the December 13 Junior Friends program at 3:30 pm in the Friends Room. Teen Librarian Darren Braden provided craft materials from his office for teens to make Christmas presents for family members or friends. Most of the 28 teens attending the program made buttons for friends or themselves. Teens inquired about the next button program so they could bring in special pictures. They also asked if their student association could use the button machine to make club pins. Darren responded, "We are happy to help."



8v8

Teens participating in the monthly 8v8 program returned to the Computer Lab on December 20 at 3:30 pm. The program had 12 teens competing in gaming tournaments.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.	Staff worked with guest speakers for the upcoming history program on the Chinese Exclusion Act scheduled in January.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	Completed.
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	Teen Librarian Darren Braden began program planning for Teen Tech Week (March 4 – 10, 2018).

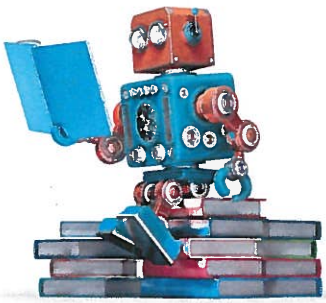
TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 89 order records in December and updated 3,993 records.

ILL (Inter Library Loans): In December the Library did not lend any book to other libraries nor borrowed any book.

Mending and processing: 548 items were in repair status. In December staff did not any clean CD/DVDs.

Weeding: 370 items were weeded from the collection.



Grants:

Evena Shu, Technical Services Senior Librarian, successfully applied for the Edison's International Grant *Building 21st Century Robotics Skills for Tweens and Teen* on behalf of the Monterey Park Library Foundation in the amount of \$5,000. The grant money will be used to support robotics programs in the library.

Evena successfully applied for the *Libraries Illuminated Grant* in the amount of \$23,066. The grant money will be used to purchase twenty laptops with WIFI printing to support coding and computer classes tailored to community-identified needs. Coding and computer classes will meet the aspirations of the community to educate their youth and prepare them for career success, as well as continue their own lifelong learning in an increasingly technological world.





Evena's application to become a beta testing site for the California State Library's *Open Data* curriculum has been approved. *Open data* has the power to improve the government, empower citizens, create new business and career opportunities, and solve big public problems. For instance, Open Data is used to *Raise Awareness*. <http://asthmastoryca.org> tells the story of youth asthma using data from the California Health and Human Services Agency's open data portal. The State Library will work with Monterey Park to bring open data home throughout

California and Washington. Evena will be attending two days training in January 30 and 31 in Sacramento. Four Community Curriculum classes will be held in April. It will be geared to Community and Economic Development staff, local officials, Library Board and Chamber of Commerce members.

Technical Services Staffing

Rudy Jimenz, part-time Library Page, started working on December 11. Rudy was trained on processing and mending library materials.

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire 10 Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21st Century Skills for Tweens and Teens</i> .
2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.	Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program.

3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017.

CIRCULATION SERVICES

The closure of the library due to the Christmas holiday on December 22 - 25, 2017, backed up our book return drop with 921 library materials to check back in. Due to schools being closed, the library returns and usage were lower.



Within the holiday season, the library and the City held holiday celebrations which were enjoyed by staff.

Circulation Staffing

Part-time Library Page Shirley Ko was the library representative for the City mail duty for the month of December.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

PROGRESS

Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

Ongoing. We continue to work with our volunteer coordinator to match our needs with available volunteers. Volunteers are an essential part of Circulation. We depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

LAMP LITERACY / CITIZENSHIP



It is the end of the year and a lot is going on in the Literacy Department. December marks the end of the Fall Semester of classes so staff must Post-test all of our students to see performance outcomes. With eleven classes, 274 students and only two weeks of instruction staff had to carefully schedule testing dates to make sure they didn't miss anyone. December is also one of the happiest times of the year for LAMP because staff get to celebrate and recognize all the hard work LAMP's volunteers do throughout the year at the Annual Tutor Recognition Event.

Tutor Recognition

The Tutor Recognition event was held on Saturday, December 16 at Luminarias Restaurant in Monterey Park. This year it was a little different than previous years. Acting Literacy Administrator Jose Garcia was the Master of Ceremonies. The 50 people in attendance enjoyed a delicious spread of organic baby greens salad and fresh seasonal fruit to begin with, followed by Lemon Pepper Chicken and Roast Top Sirloin of Beef along with scalloped potatoes and seasonal vegetables.



The program began with current LAMP citizenship student Ai Ping Lu leading attendees in the pledge of allegiance, followed by a warm welcome by City Librarian Norma Arvizu. Council member Peter Chan also shared a few words of encouragement before the

Honorable Mike Eng presented the Harvey Elparin Tutor of the Year Award to ESL Instructor Sam Fechenbach. Sam has contributed over 650 hours to the LAMP Literacy program since he started volunteering in 2014 and his dedication and determination to help others has been a big contributing factor to the success of the LAMP Program. Unfortunately, State Assemblymember Ed Chau could not be present this year due to a prior commitment. Acting Literacy Program Administrator Jose Garcia concluded the event by presenting certificates to all LAMP volunteers.

Claremont Colleges

The Claremont students completed their semester of ESL Conversation with the LAMP program. On December 5 they had a potluck and presentation of the projects they worked on during the semester. The course projects included t-shirt with drawings associated with community, medicine, health, LAMP; poster of daily living practices to foster health; booklet of traditional Chinese remedies; and annotated map of Monterey Park to foster health.



Passports

LAMP received a steady flow of passport applications this month, even with the Library being closed a few days for the holidays. Staff processed a total of 76 applications compared to 35 the same time last year. That is more than double from last year. December also marked the completion of the program's second full year for passport acceptance. 2017 turned out to be quite a success as there was a 65% increase in applications accepted over the previous year.

New Citizens- December

AngAng Yin
Kam Thai Ng
Zhujun Yin
Ruijuan Guo

LAMP Statistics for December 2017

Programs	67	
Program Attendance	704	
Students Served this month	274	
Student hours	1079	
Total Students	YTD 559	Projected 1,650
Total Hours	YTD 12178	Projected 29,000
Passports	76	YTD 553
Passport Revenue	\$2260	YTD \$15,750

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00	Anabelle Chu
Citizenship Preparation	Sundays	p.m.	Lee Zambrana
Citizenship Support	Wednesdays	1:00 – 3:00 p.m.	Betty Li
		12:00 – 1:00 p.m.	
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Esther Park
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	April Forrest
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, completed preparations for the annual Tutor Recognition Event that took place on Saturday, December 16 at Luminarias Restaurant. Jose created a short video to share with all in attendance about the 2017 volunteers and Tutor of the Year. Overall, everyone enjoyed both the program and the food.

Angelica Marquez, Part Time Library Clerk, assisted Jose in finalizing the arrangements for the Tutor Recognition Event. She helped select the menu and made sure all volunteers received their certificate on the day of the event.

Angelica also helped select appropriate post-tests for all the students in the program. After testing was complete, she began preparing Update records for all the students. In Jose's absence, she helped train new part-time Page Rudy Jimenez in daily office operations.

Hannah Chin, Part Time Library Clerk, assisted Jose in contacting all the students who were absent on the day their class was tested. This helps us gather as many post-tests as possible for more payment points. She also helped with passport applications and assisted Jose in confirming delivery of all applications mailed out.

Jay Delgado, Part Time Library Clerk, helped to proctor some of the post-tests this month. He handed out the tests to the students and then helped transfer responses to the Test Record. Additionally, he continued to handle the bulk of passport applications and creating the transmittals daily.

Gloria Nguyen, Part Time Library Clerk, also helped to proctor some of the post-tests this month. Additionally, Gloria continued to match citizenship students with coaches for interview practice and helped four students complete their Naturalization exam this month.

Rudy Jimenez, Part Time Library Page, began working with the Literacy Department this month. Rudy splits his time between Technical Services and LAMP. This month Rudy received training on shelving items and filing documents in the LAMP office.

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Staff is researching what other Library Literacy Programs are currently using to assess their learners.
3. Boost passport application intake by increasing service hours and extending to include passport services during special events.	Staff has begun looking into possible dates to hold another passport event.

CHILDREN'S SERVICES

In December 2017 Children's staff presented **24 public programs and storytimes** to **1,242 parents and children**. Staff also hosted **two field trips to the library** which served a total of **70 teachers, parents and children**, bringing **total programming attendance to 1,312** for the month of December. Staff answered **475 reference questions** in person and over the phone.

Type	QTY	QTY		% Change vs.	
Month	December 2017	November 2017	December 2016	November 2017	December 2016
Program Attendance	1242	1411	904	-11%	+37%
Outreach Attendance	70	224	126	-69%	-44%
Reference Questions	475	642	676	-26%	-29%

Programming

Santa's Visit

Children's Services held its annual Santa program on Monday, December 10. 258 community members attended the program to take photos with Santa and receive books and treats from the Foundation.



Home School Meet-Up

Children's Services hosted the home school meet-up on December 10 which was attended by four parents and children. These informal groups give parents and students an opportunity to meet, share advice and socialize together.

Homework Help

Children's Department volunteers held **six sessions of Homework Help** and assisted **11 children with 28 questions** over the course of the month.

Little Explorers

On December 7, 108 children and caregivers enjoyed a winter-themed Little Explorers program. Children had a blast playing with fake snow and finding the treasures buried beneath it. The bubble machine was also a big hit and children and parents enjoyed popping bubbles together. This was a fun program to end the year with and families were happy to have an opportunity to play with snow in sunny Southern California.

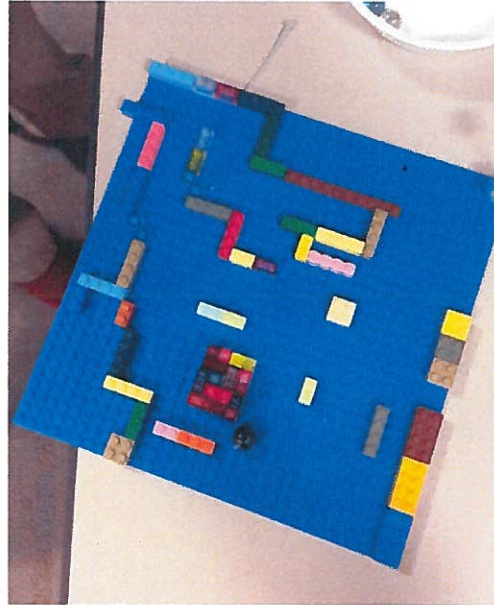
Afterschool Art

On Thursday, December 14 10 children created works of art inspired by Mexican tin art. Young artists used foil and markers to create colorful works of art with a little bit of shine. Most participants created more than one piece and parents joined in, too.



Tween Program

The Build a Maze Tween Program provided children the opportunity to use Lego bricks and a base plate to create their own maze that would allow for a small marble to go through. Tweens used problem solving and engineering skills to create each unique maze.



Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 70 children and adults** during **two field trips to the library**.

Katie MacDonald's Parent/Child Class visited the library together this month for storytime and group play. After storytime children and caregivers had free play time with the new bubble machine.



Two kindergarten classes from Bella Vista Elementary School visited the library on December 20 for a tour and storytime field trip. This visit served a total of 48 children, teachers and parent chaperones.

1,000 Books Before Kindergarten

Children read 2,400 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. - Two new children signed up for the program this month and 24 children read at least 100 books.

In all, families have read 112,500 books since the inception of the program in 2014.

Literacy Extension Corner

The Literacy Extension space features a new self-directed learning activity every month which is tied to literacy and children's literature and allows children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then.

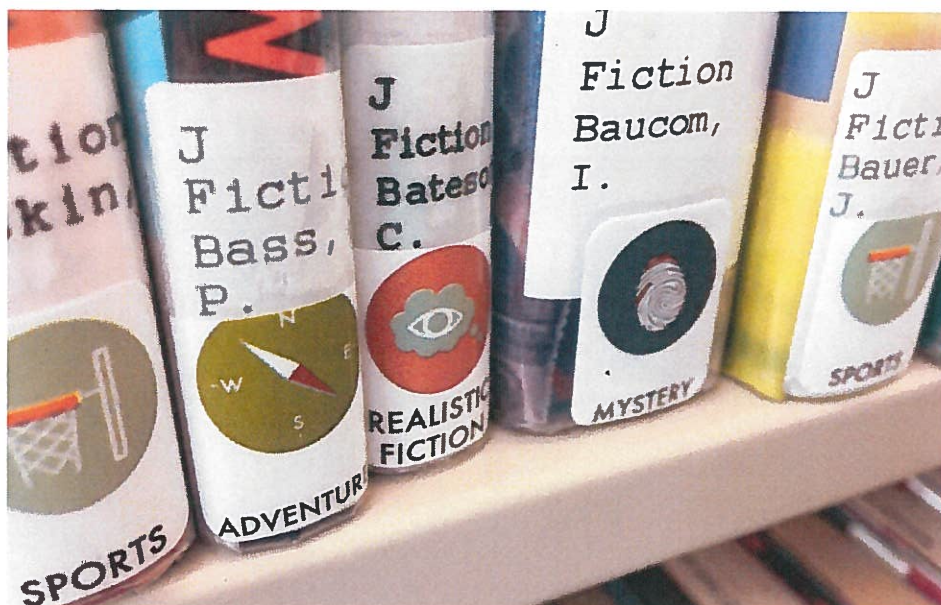
In December Children's staff constructed a life-sized gingerbread house out of partitions, cardboard, construction paper and paper plates in the Children's Department. Children could design a different decorative element each week to add to the house. Pieces included candy canes, gingerbread people, candies and gumdrops.

A total of 278 children participated in the Literacy Extension during the month of December.



Collection

Staff began work this month on a project to add genre labels to all books in the Children's Fiction section in an effort to improve accessibility for young patrons. Staff identified thirteen common genres, purchased labels, and began the intensive work of evaluating each book individually, determining the genre it best fit into and applying labels. As of the end of December staff has completed just over one third of the collection and hopes to have the project completed by late February or early March.



NEED HELP PICKING OUT A BOOK?

ADVENTURE

Fast paced, action-packed stories of suspense or survival.

Animal Story

Stories told by animals or with animal characters. These include books like "Charlotte's Web", "The One and Only Ivan" and the "Warriors" series.

CLASSICS

Popular books that have stood the test of time. These include books like "The Wizard of Oz", "Peter Pan" and "Alice in Wonderland".

DYSTOPIAN

Books set in a futuristic or imagined world with oppressive control over society, poverty, or environmental disaster. These often include elements of adventure, suspense and survival.

FAIRY TALES

Fantastical stories with princesses and princes, queens and kings and castles.

FANTASY

Books with magical elements, fantastical creatures, and characters with special abilities. Stories can be set in imaginary worlds or in the real world with fantastical elements.

HISTORICAL FICTION

Stories that are set in the past and have fictional characters and situations that could have really taken place.

HORROR

Spooky, eerie or scary stories often involving ghosts, monsters or other supernatural characters.

MYSTERY

Suspenseful stories with crimes, detectives, clues and mysteries to solve.

REALISTIC FICTION

Stories about kids in real world settings. These can be funny, serious or silly and usually include family, friends and school situations.

ROMANCE

Stories about crushes and puppy love.

SCIENCE FICTION

Stories involving futuristic science and technology, spaceflight, time travel, parallel universes, and aliens.

SPORTS

Realistic stories involving young athletes and sports.

LOOK FOR OUR GENRE LABELS!

MINUTEMAN PARK
ENRICHMENT CENTER

24

Circulation Statistics

In December 74.4% of the library's total circulated items were Children's materials. A total of 10,738 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	December 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.3%	749
Children's Books on CD	0.0%	0
Children's CD	0.2%	27
CDVD	0.3%	44
CDVDF	0.2%	31
Children's Easy Fiction	10.3%	1449
Children's Easy Non-Fiction	3.9%	547
Children's Fiction	26.6%	3726
Children's Graphic Novels	4.6%	639
Children's International	3.4%	480
Children's Non-Fiction	6.5%	1113
Children's Paperbacks	12.5%	1755
Children's Periodical	0.2%	29
Children's Recordings	0.3%	41
Children's Audio Books	0.1%	9
Chinese Learning Collection	0.0%	2
Tumblebooks		97
Total	74.4%	10,738

2017-18 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.	Children's Services has put puppet shows on hold until a new part-time Children's Librarian is hired.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In December Children's staff hosted field trips to the library by three classes from Bella Vista Elementary and Montebello Adult School which served a total of 70 children and caregivers.

Monterey Park Bruggemeyer Library

Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281	291	237	147							
CIRCULATION													
Total Public Service Hours	183	201	166	193	164	150							
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794							
Total Circulation	18,843	19,429	17,670	19,717	17,060	14,005							
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489							
Total Circulations	18,021	18,735	17,656	21,920	17,742	15,782							
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14092	13561	15,221									
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859	3,470							
Circulation of ebooks													
Adult/YA													
Adult Reference Questions	583	735	608	614	536	409							
Number of Technology Reference Questions	449	685	541	1,053	639	439							
Number of Completed Technology Reference Transactions	449	685	541	1,053	639	439							
Adult Programs - Number	18	28	16	25	16	6							
Adult Programs - Attendance	407	543	357	790	175	97							

Adult Friends Sp. Program - Attendance	182	157	22	365	22	27
Young Adult Program Number	6	5	8	3	6	5
Young Adult Programs Attendance	168	162	308	56	98	87
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0
YA Friends SP Program- Attendance	0	0	0	0	0	0
Adult Friends Sp. Programs - Num	6	4	1	5	1	1
LAMP						
LAMP Reference Questions		871	519	635	505	566
LAMP/Citizenship Programs- Number	58	96	91	119	131	67
Adult Literacy Program Attendance	417	1259	1557	1691	1429	704
LAMP Preschool - Number	0	0	0	2	0	0
LAMP Preschool - Attendance	0	0	0	53	0	0
LAMP School Age - Number	16	0	0	2	4	0
LAMP School Age - Attendance	78	0	0	18	29	0
Passport Services	104	105	70	105	93	76
CHILDREN						
Children's Reference Questions	644	734	827	945	642	475
Children's Outreach	287	27	52	210	224	70
Children's Program Number	50	38	44	48	45	26
Children's Program Attendance	2,935	1884	1931	2009	1635	1312
Pre-School Programs- Number	9	15	15	16	20	10
Pre-School Programs- Attendance	762	1011	893	799	902	554
School Age Programs - Number	41	23	29	32	25	16
School Age Programs - Attendance		873	1038	1210	733	758
Children's Program Friends Sp. -Number	2	0	0	0	0	1
Children's Program Friends Sp. - Attendance	270	0	0	0	0	258

INTERLIBRARY LOANS											
ILL loans to other	1	1	1	1	0	0					
ILL loans received	1	1	0	0	0	0					
COLLECTION TOTALS											
Adult volume added	254	362	174	401	222	117					
Children's volume added	97	335	404	236	130	110					
Items Deleted	647	1,730	474	517	418	370					
Total Vols in Collection	153,926	152,894	153,045	153,156	153,092	153,028					

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

December 2017

Submitted by Evena Shu, Technical Services Senior Librarian

December 1st, 2017	Cumulated Total	Cumulated Deleted	Added December 2017	Deleted December 2017	Gain/Loss December 2017	Changes December 2017
Items records	153,028	237,590	306	370	-64	
Bib records	133,425	184,034	3,873	243	3,630	3,993
Authority records	109,142	74,657	653	285	368	
Order records	15,410	68,086	89	0	89	
November 1st, 2017	Cumulated Total	Cumulated Deleted	Added November 2017	Deleted November 2017	Gain/Loss November 2017	Changes November 2017
Item records	153,092	237,220	354	418	-64	
Bib records	129,795	183,791	389	275	114	1,265
Authority records	108,774	74,372	1,074	409	665	
Order records	15,321	68,086	127	0	127	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		19,794	
HOURS OPEN			150
CHECK-OUT AND RENEWAL	14,005		
CHECK-IN	13,397		
PATRON REQUESTED HOLDS	85		
FILLED HOLDS	76		
Monterey Park	58		
Alhambra	4		
Los Angeles County	12		
Rosemead 2			
Montebello 6			
San Francisco	1		
Other	1		
TOTAL	76		
MEESCAN Total number of sessions	4		
USAGE Items checked out	15		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>		
SUN	60	6		
MON	57	7		
TUE	67	4		
WED	43	5		
THU	58	7		
FRI	8	1		
SAT	29	10		
TOTAL	322	40	362	Patrons
Nov 2017 total	463	59	522	

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	9	221	1	
MON	5	196	6	
TUE	16	221	4	
WED	1	143	0	
THU	2	189	0	
FRI	1	17	0	
SAT	0	148	0	
TOTAL	34	1,135	17	1,186 items
Nov 2017 total	19	1,531	11	1,561

LAMP MONTHLY STATISTICAL REPORT

December 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	102	0	0	6	45	8	392	10	1200
CITIZENSHIP	7	69	0	0	7	49	7	307	40	1000
BASIC	15	58	2	1	16	64	19	399	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	143	10	900
TOTAL	28	229	2	1	29	158	38	1241	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	161	1763	2	23	140	753	251	7789	650	19000
CITIZENSHIP	116	595	2	14	104	262	205	3714	500	7500
BASIC (1-to-1)	19	58	2	1	20	64	26	399	50	1000
DIST. LEARNING	0	15	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	12	12	50	50
FFL - Children	0	0	0	0	0	0	41	41	50	50
ELLI	10	29	0	0	10	0	22	193	80	1400
TOTAL	306	2460	6	38	274	1079	559	12178	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	0	0	4	10
# of Tutors Trained	0	0	16	75

D. STUDENTS WAITING	
ESL & citizenship classes	47
One-to-one	48
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	12

US CITIZENS	New	YTD
Passed	4	39

Passports	New	YTD
Executed	76	553

Reference Qs	New	YTD
ESL	168	1097
Citizenship	164	749
Passports	234	1250



Library Board of Trustees Staff Report

DATE: January 16, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: By-Laws of the Library Board of Trustees

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library Board of Trustees regularly reviews library policies to ensure relevance and correctness in the policies and Trustees' cognizance of the policies.

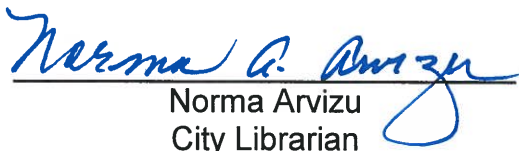
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. By-Laws of the Library Board of Trustees

ATTACHMENT 1
By-Laws of the Library Board of Trustees

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<u>Purpose:</u> These By-Laws establish a frame work for the Library Board of Trustees to conduct its business.	
<u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization shall be called "The Library Board of Trustees of the Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statute.
- Article II
OBJECT The object shall be to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of national and state library developments and to convey that information to the electorate of the city so that there shall be an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Vice President/Secretary) shall rotate annually at the July meeting. The Vice President/Secretary rotates into the Presidency. The order of rotation into the Presidency shall be by date of appointment subject to a confirming vote.
Section 2: The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in discussions, make and second motions, vote, and perform the duties of a presiding officer.
Section 3: The Vice President/Secretary shall keep the minutes of the regular meeting, or cause the Library's Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary shall also notify the members of any special meetings, write such correspondence as is necessary, and shall perform such other duties delegated by the President.
- Article IV
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 7:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.
Section 2: All agendas shall be posted in the library and at City Hall at least seventy-two hours prior to the time of the meeting.
Section 3: Special meetings may be called by the President or Vice President/Secretary and shall be called at the request of two members of the Board. Such a meeting shall be posted to conform with the Brown Act.
Section 4: When a Board member has four absences in a calendar year his/her seat will be considered vacant. After the third absence, the President shall send a

warning notice to the delinquent Board member via registered mail. Upon the fourth absence, the President will notify the Board member and the Mayor regarding the member's termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed. Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service.

Article V LIBRARIAN The City Librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings.

Article VI COMMITTEES Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Article VII LIAISONS Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #59-01
By-Laws of the Library Board of Trustees
Page 4 of 4

Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.

Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.

Article VIII Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.

Section 2: The City Librarian will add items to the agenda.

Section 3: Once the agenda is posted items cannot be withdrawn.

Section 4: The order may be changed by a vote of the majority of those members present.

Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).

Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.

Article IX
ANNUAL
REPORT The Board shall on or before August 31 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article X
AMMEND-
MENTS These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.

Article XI
AUTHORITY
FOR
MATTERS
NOT
COVERED The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority on all questions of parliamentary law unless in conflict with these by-laws or with the statutes of the State of California.



Library Board of Trustees Staff Report

DATE: January 16, 2018

AGENDA ITEM NO: 8

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Mid-Year Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Presentation of mid-fiscal year 2017/18 report on library activities including progress on goals

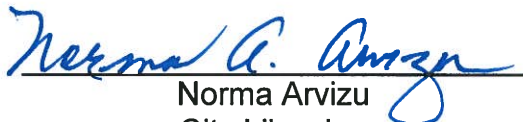
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Mid-Year Report

ATTACHMENT 1

Mid-Year Report

**City of Monterey Park
Monterey Park Bruggemeyer Library
Mid Year Report**

Activity 6001 – Administration

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Library Volunteer Hours	9,000	4,000
Grants Awarded (Number)	3	3 ¹
Grants Awarded (Amount)	\$125,000	\$120,167
Fundraising (Foundation)*	\$40,000	\$13,000 ²
Fundraising (Friends)*	\$8,000	\$3,500 ³

(*) *Coordinate with outside non-profit organizations for library fundraising.*

¹ Includes California State Library Literacy Services grant, Literacy and Civics Education grant, and California State Library grant for bilingual books for the Children's collection

² Includes Day at the Races event, donations and copier and DVD revenue (with annual Gala to be held in Spring 2018)

³ Includes Friends Bookstore revenue

2017-2018 GOALS AND OBJECTIVES

1. Goal: *Achieve financial stability*: Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.

Status: Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently on the library homepage. The library will use the custom-printed mugs and spoons made for the Library Open House for gifts to oral panel raters and at other special events as a promotional item.

2. Goal: *Improve organizational effectiveness and efficiency*: Create excellent directional aids so that information and services can be found efficiently throughout the library.

Status: The library is investigating additional specific signage for Passport Services and other revamped areas.

3. Goal: Improve organizational effectiveness and efficiency: Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.

Status: The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.

4. Goal: Improve organizational effectiveness and efficiency: Further integrate the library services into the local school and business communities by participating in local fairs and public events.

Status: The library participated in the National Night Out on August 1 and the City's Geranium Festival on October 14. The library had a booth at the weekly Farmers Market in order to promote its Flower and Fruit Show on August 6 and solicit participants. Staff continue to make field trips and school visits on a regular basis.

Activity 6002 – Reference and Adult Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Reference Transactions	14,000	7,186
Adult/YA Programs Presented	250	144
Adult/YA Programs Attendance	5,500	3,224

2017-2018 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.

Status: After an exciting summer that involved audiences with three filmmakers, one film historian, discussions and films about family history, staff is now working on new programming for 2018.
2. Goal: Improve organizational effectiveness and efficiency: Explore new ways of engaging immigrant communities in library programs and services for a grant project.

Status: **Completed.** Presented *Global Citizens, One World, Many Stories*, a summer program for adults that engaged immigrant communities in special programs on family history with art workshops, a flower show, programs on how to preserve family history, reading for prizes, and a women's history exhibit and reception, *Herstory: Chinese American Women 165 Years of Struggle & Success*, honoring notable women leaders who contributed to the success of Monterey Park.
3. Goal: Improve organizational effectiveness and efficiency: Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.

Status: YA Services launched the announcement of a teen art contest and art workshops for Teen Read Week October 8-14. Teens submitted artwork using the theme, *Unleash Your Story*. Winners were selected in two first place categories with each receiving a \$50 Amazon gift card sponsored by the Friends of the Library.

Activity 6003 – Technical Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Book Titles Added	3,300	2,334
Audio-Visual Titles Added	<u>520</u>	<u>240</u>
Total Cataloged Titles Added	4,020	2,574
Cataloged Books Added	4,600	1,585
Cataloged Audio-Visual Added	560	247
Government Documents Added	<u>560</u>	<u>742</u>
Total Cataloged Items Added	5,720	2,574
Total Items Purged	7,000	3,786
# of Materials Borrowed From Other Libraries	10	2
# of Materials Other Libraries Borrowed	20	4
Total Collection	165,000	153,092
Cataloged Titles	145,000	129,795

2017-2018 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.

Status: The library purchased ten Chromebooks, a wireless printer and charging stations using the Southern California Edison grant *Building 21st Century Skills for Tweens and Teens*.
2. Goal: Improve organizational effectiveness and efficiency: Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.

Status: **Completed.** Staff submitted necessary documentation to qualify for the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program. The library now receives records monthly.

3. Goal: Improve organizational effectiveness and efficiency: Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

Status: The library's Technical Services Senior Librarian attended the City's Website Committee on July 25. This Committee plans to invite representatives from each department to be involved in setting the City's Website policy. The Library's Website Committee, which includes representatives from different divisions, revamped the library webpage in September 2017.

Activity 6004 – Circulation Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year to Date</u>
Total Items Circulated	242,000	108,501
Item Circulated Per Capita/Year*	3.94	1.75
Weekly Hours of Opening	44	44
Average User Visits Per Day	997	961
Total User Visits Per Year	333,000	159,541
New Cardholders Registered	3,000	1,692
Library Cardholders	57,000	48,165
# of Requests for Items Checked Out	1,000	469
Overdue Notices-Processed	5,000	2,300

*Based on population figure of 61,075

2017-2018 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service. The patron selects a book from the shelf and using a personal device checks out the item with the mobile app which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and can take the item home. Only items checked out using the mobile app will be desensitized.

Status: **Completed.** Testing of equipment and training of staff was completed in October and the mobile app is now available for patrons to download. Promotion to the public began in November and some patrons are already using the technology.

2. Goal: Improve organizational effectiveness and efficiency: Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

Status: Staff continue to work with the library's volunteer coordinator to match Circulation's needs with available volunteers. Staff depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons. Circulation has added three new volunteers for a current total of five active volunteers.

Activity 6005 – LAMP Literacy Program

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Number of Students Participating	1,500	552
Number of Student Hours	29,000	11,100
Number of Tutors	100	40
Number of Tutor Volunteer Hours	4,300	1,000
Number of Tutors Trained	75	16

2017-2018 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.

Status: LAMP staff have begun researching content for citizenship preparation that can be loaded onto iPads to circulate outside of the library.
2. Goal: Improve organizational effectiveness and efficiency: Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.

Status: LAMP staff have begun using the Challenger Assessment Tool to assess students prior to being matched with a tutor. They have also used this information to assist the tutors with lesson planning.
3. Goal: Improve organizational effectiveness and efficiency: Boost passport application intake by increasing service hours and extending to include passport services during special events.

Status: LAMP's Acting Literacy Program Administrator has begun looking into possible dates to hold another passport event.

Activity 6006 – Children’s Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Reference Transactions (Children’s)	9,500	4,900
Children’s Programs	440	260
Children’s Programs’ Attendance	18,000	12,250

2017-2018 GOALS AND OBJECTIVES

1. Goal: *Improve organizational effectiveness and efficiency:* Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.

Status: Puppet shows were performed in July for 209 children and caregivers. They are currently on hold due to lack of staffing until the part-time Librarian position is filled in Children’s Services.
2. Goal: *Improve organizational effectiveness and efficiency:* Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

Status: During fiscal year 2017-18 staff has performed outreach to over 970 children, parents, teachers and administrators during 25 field trips to the library and six visits to schools.



Library Board of Trustees Staff Report

DATE: January 16, 2018

AGENDA ITEM NO: 9

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Strategic Plan

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Update on the library's progress on goals and objectives within its strategic plan


BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Strategic Plan

ATTACHMENT 1

Strategic Plan

X. Strategic Goals and Objectives Timeline

Goal 1: Strengthen and Build Staff Capacity

1.1 Increase Staff

What	Who	When	Status
Fill open Librarian and Senior Librarian positions in Children's Services.	City Librarian	November 2015	Completed. Appointed Children's Librarian 11/16 Appointed Children's Senior Librarian 4/16
Recruit for 4 PT Librarians and PT Library Clerks	Senior Librarians with City Librarian	November 2015	Completed. Recruited 2 PT Librarians for Reference. Recruited PT Librarian in Children's 5/16.
Add additional FT staff members to serve the community	City Librarian with Senior Management Team	August 2017	Restrictions due to budget constraints.
Convert 1 PT to FT status in LAMP with additional sustainable funding stream from Passport Services	Literacy Program Administrator and City Librarian	Spring 2016	Planning stage. Restrictions due to budget constraints. Revenue must increase.
Convert PT to FT status in LAMP with new grants that target and support individualized literacy tutoring services LAMP family related services (Reading Rockets, Chinese Literacy, Family for Literacy)	Literacy Program Administrator and City Librarian	Spring 2017	Researching. Still ongoing and will seek grants once Literacy Program Administrator is in place.

Provide more training opportunities to part-time Library Clerks on customer service, dealing with difficult patrons, homeless and diversity	Part-time Library Clerks in Circulation	Ongoing	Completed.
Encourage staff to utilize Twitter for library promotion such as when bringing out new library material	Circulation Supervisor and staff	January 2016	Completed.

1.2 Diversify staff to meet the language needs of community

What	Who	When	Status
Employ staff members who speak community languages.	City Librarian and Human Resources Department	Ongoing	Completed. Library has staff members who speak Cantonese, Mandarin, Spanish and Vietnamese
Engage volunteers who can provide Storytime in community languages.	Senior Children's Librarian and Children's Librarian	Ongoing	Completed. Library offers Cantonese, Mandarin and Spanish storytimes once a month

1.3 Provide staff opportunities for professional development

What	Who	When	Status
Encourage staff to attend webinars, read professional journals, and attend on the ground training and conferences when possible.	Senior Management Team	Ongoing	Completed. This objective is now part of staff responsibilities.
Provide training on leadership and supervisory skills for LAMP Senior Library Clerk José Garcia to help lead and supervise PT staff and volunteers	LAMP	Fall/Winter 2016	Completed.
Encourage Technical Services Library Clerk to enroll in online Infopeople courses on book repair and mending to improve skills	Technical Services Library Clerk, Technical Services Senior Librarian	Ongoing	Still ongoing. Will send Technical Services Clerk to online training when it is available.
Continue professional growth in Infopeople classes, ALA & CLA conferences, Innovative Users' group Conference and Innovative University classes to keep up with technology.	Technical Services Senior Librarian	Ongoing	Ongoing and continuous

1.4 Encourage education and training in technology trends

What	Who	When	Status
Offer incentives for professional degrees and certifications	City Librarian		Completed. City implemented professional education incentives for all personnel.
Invite technology experts to library to train staff on new trends	City Librarian and Senior Management Team		Completed. Training was provided by professionals from OverDrive, Chromebooks, Website vendor, MeeScan and 3D Printer to staff.

1.5 Survey knowledge base of staff for needs assessments

What	Who	When	Status
Create a document that identifies knowledge attributes and needs of staff	City Librarian and Senior Management Team	November 2015	Ongoing
Work with Staff to close knowledge gaps by providing necessary trainings	Senior Management Team	January - December 2016	Completed. Trainings on working with the Homeless and patrons with Mental Issues, City Leadership Academy and Liebert Cassidy Whitmore ICRMA workshops have been offered to staff.

1.6 Allot more time at weekly staff meetings to promote engaging conversations about operations and needs

What	Who	When	Status
Schedule quality staff meetings monthly with open forum discussions	City Librarian and Senior Management Team	January 2016	Monthly meetings were postponed due to absence of City Librarian during medical leave. Monthly trainings will begin every 4 th Wednesday of month.

Goal 2 : Increase Sustainability

2.1 Re-engage past donors

What	Who	When	Status
Outreach to past donors involved in the previous renovation campaign and invite them to participate in programs to be recognized	City Librarian working with Foundation and Friends of the Library	2016	In progress

2.2 Personalize the Library, the Library's story and communicate it consistently and comprehensively

What	Who	When	Status
Create a corporate package that captures the vision and mission of the library and promote it throughout the community	City Librarian with Senior Management Team	January 2016	Marketing Tool in process stage.

2.3 Clarify Foundation and Friends Boards needs to bring in higher net revenue

What	Who	When	Status
Work with Foundation and Friends of the Library Board to increase levels of fundraising events and set annual budgets	City Librarian	January 2016	Completed. Foundation raised its highest fundraising gain at the 2017 Gala.

2.4 Recognize donors for their annual support

What	Who	When	Status
Name donors at events and fundraisers	Event Planning Staff	2015- 2018	Ongoing

2.5 Requests for donations should be communicated consistently making donations easier

What	Who	When	Status
Create a donation widget on website and promote donation requests throughout library	Staff with technology skills and graphic designs	January 2016	Staff researched various widgets and found there were costs. Will continue to research for one through grant efforts.

2.6 Align all library fundraising efforts under a single campaign message

What	Who	When	Status
Send fundraising efforts to all boards to promote and participate as a comprehensive team working together for the same goal	City Librarian, Board of Trustees, Foundation, Friends of the Library and library staff	November 2015	Completed. Funding groups work with each other across the board and have created a friendly participatory effort.

2.7 Spend more time networking and expanding outreach of the library

What	Who	When	Status
Engage a more cooperative and collective organized effort to promote library services	City Librarian and Senior staff working with all staff and contacts	January 2016	Completed and ongoing. Efforts from staff to be in the community presenting storytimes and information and activities at local schools, convalescent facilities, centers and other city events to saturate community with library brochure and list of events.

2.8 Identify corporations that align with library's organizations functions

What	Who	When	Status
Research missions of corporations that support the library's organization and outreach services to them	City Librarian, Senior Management Team, Librarians and Support Staff	January 2016-2018	Ongoing.
Develop more diversified funding streams for LAMP – passport services and grants	LAMP	2016	Completed. LAMP began offering passport services in January 2016. Staff continue to look into grant opportunities.
Develop a more cohesive and skillful volunteer base	LAMP, Circulation, Administration	2016	Completed. New volunteer handbook was created and applications are sorted to fit various division needs.
Increase number of volunteer tutors and teachers	LAMP	Ongoing	Ongoing. Continuous volunteer recruitment and training as needed. Acting Literacy Program Administrator launched the largest tutor recruitment seen in the library.

Goal 3: Focus on Reading and Literacy across the City

3.1 Enhance the library collection

What	Who	When	Status
Recognizing that the Children's collection accounts for approximately 70% of total library circulation, increase children's book budget accordingly.	Children's Librarians	June 2017	Completed. Applied for Bilingual Books State Library Grant and awarded \$7,500
Expand the children's collection in areas of greatest demand: picture books, fiction and graphic novels.	Children's Librarians		Ongoing and continuous. Graphic novels were moved 5/17.
Weed old, obsolete and unused materials from the Children's and Reference collection to maintain relevance to the community.	Librarians in Children's and Reference Departments		Ongoing and continuous. Reference was moved 10/16.
Reorganize materials and create displays and signage to make access to materials easier for patrons.	FT and PT Staff working with City Librarian and Senior Staff		Completed. Signs were added in Children's in 2016. New book and DVD displays were purchased.

3.2 Establish outreach efforts to promote Storytime and Book Talks to local schools and centers.

What	Who	When	Status
Perform outreach to local elementary and high school classrooms to promote library services and literacy to students, teachers and parents.	Children's Staff		Completed and ongoing. Children's Senior Librarian visits several schools each month.
Visit parent nights and special events at schools.	Children's Staff		Completed and ongoing. Staff attended Bella Vista Parent's Night and Community Partners Outreach event and judged Brightwood School's Student Talent Show.

Host library visits and field trips by schools, preschools and learning centers.	Children's Staff	Completed and ongoing. Children's staff currently conduct several field trips every month.
Deliver library calendars, brochures and flyers monthly to every school in Monterey Park.	Reference and Children's Staff	Completed and ongoing. Staff delivered to every preschool through 6 th grade classroom in Monterey Park on a monthly basis.

3.3 Invite more Local and National Authors

What	Who	When	Status
Host at least one author visit for Children's each year.	Children's Librarians		Completed and ongoing. Two authors visited in May 2017.
Invite National Authors for Adult Reference	Adult and YA Librarians		Completed. National acclaimed authors were invited to present at library. Pulitzer Prize winner Sonia Navarro presented Enrique's Story at library.

3.4 Create a formal document establishing statistical circulation information for library selectors

What	Who	When	Status
Circulation and non circulation of collection should be documented to provide statistical information for selectors when weeding or replacing items	Circulation Supervisor and Staff	January 2016	Ongoing

3.5 Expand eBooks Collection

What	Who	When	Status
Subscribe to Tumblebooks, which updates and expands its offerings of eBooks on an ongoing and continual basis.	Children's Librarians		Completed and ongoing.
Subscribe to popular Non Fiction and Fiction Adult and YA eBooks	Reference Senior Librarian and YA Librarian		Completed. eBooks were offered through Baker and Taylor Blio online and now through OverDrive.
Subscribe to International and language eBooks	Reference Librarians		Completed. OverDrive offers eBooks content in Spanish and Chinese languages

3.6 Publicize and Market new additions to the collection

What	Who	When	Status
Use eBooks in Storytime to promote the collection and to teach parents and children how to access these resources.	Children's staff		Completed and ongoing.
Advertise addition of specific genre to the collection on website, Twitter, News Releases	Senior Staff and City Librarian		Completed and ongoing.
Develop proper procedures to analyze and congregate data to make informed decisions about collection circulation statistics	Technical Services Senior Librarian	January 2016	Librarians made a joint effort to analyze their collections and weed out uncirculated and outdated materials. Children's staff labeled collections by genre to make it easier for patrons to find desired materials.

3.7 Add value to intra-city departments by utilizing reference librarians as a resource in support of projects, or as research assistance for grants

What	Who	When	Status
Promote professional librarian services for grant research and research skills for project needs to other City departments	City Librarian and Management Staff	February 2016-2018	Library staff offered historical research assistance to various City departments such as information on past historical City managers, police chiefs, landslides etc.

Goal 4: Update Existing Technology and Acquire New Technology to Remain Current with Trends

4.1 Replace old public computers with new ones on a rotation cycle annually

What	Who	When	Status
15 new public computers will be replaced annually to provide high customer service	Technical Services Senior Librarian	2015-2018	Ten (10) computers were replaced in 2015 and five (5) more will be replaced by December

4.2 Continue to apply for e-rate

What	Who	When	Status
Apply for e-rate grants to maintain discounts offered to library annually	Technical Services Senior Librarian	2016-2018	Completed and ongoing. E-rate grant is current.

4.3 Extend links to technology centers and library resources online

What	Who	When	Status
Add relevant content to the databases that will serve the needs of the community for online testing and certification	Senior staff working with Technical Services	January 2016	Completed. After careful analysis and usage monitoring, it was determined the community was not interested in online testing and certification other than in literacy.

4.4 Add overhead projectors in meeting rooms

What	Who	When	Status
Assess cost for overhead projectors in meeting rooms and computer lab	City Librarian and Public Work staff	January 2016	Status: City sent job out to bid. Currently waiting on the contractor to begin work.

4.5 Increase eBooks and databases

What	Who	When	Status
Using survey results, subscribe to eBooks academic and personal interests	Reference and Children's Librarians	December 2015-2018	Librarians have begun assessing community survey results.
Research databases that support interests to the community	City Librarian and Senior Management Team	December 2015-2018	Librarians will research viable databases.

4.6 Seek online learning tools for patrons

What	Who	When	Status
Investigate cost of Niche Academy, Gale Resources, language software	City Librarian /Senior Reference Librarian	January 2016-2017	Completed. Investigated and made determination cost was too high and usage too low when these databases were in place before.

4.7 Promote Distance Learning

What	Who	When	Status
Advertise Reading Horizons Software	Literacy Administrator	December 2015	Completed. Reading Horizons is in place and in use by literacy students.

4.8 Provide training, online or in the library to patrons on the use of new technology trends

What	Who	When	Status
Provide training, online or in the library to patrons on the use of new technology trends	City Librarians and Senior Staff	December 2016-2018	Completed and ongoing. Computer classes are offered to children monthly and adults weekly.
Use YouTube videos to promote Storytime Reading and dramatic play	Children's Staff	January 2015-2018	Not feasible/advisable due to copyright law.

4.9 Focus on all dimensions of technology so that staff is well equipped and trained to provide digital resources services to patrons.

What	Who	When	Status
Create a Technology Committee to research upcoming futuristic technology trends to be used to acquire information	Staff with technology background	January 2016	Completed. Technical Services Senior Librarian participated in the City's Technology Committee.
Invite experts in new technology devices and their use	Technical Services Senior Librarian	2016-2017	Completed. Technical Services Senior Librarian attended the City's GIS system Demonstration.
Continue to investigate new digital technologies for libraries including RFID	Circulation Supervisor and Technical Services Senior Librarian	March 2016	Completed. Technical Services Senior Librarian received the quote from Bibliotheca for RFID. Restricted due to defeat Tax Measure.

4.10 Bring innovative computer classes to patrons

What	Who	When	Status
Add computer classes for children 7-12 years of age on mouse and keyboarding skills, Microsoft Word, internet use, etc.	Senior Children's Librarian	Spring 2016	Completed. Created new monthly computer classes for children.
Bring innovative computer classes to patrons	Reference Senior and YA Librarian, LAMP Staff	Spring 2016	Completed. Computer classes on how to use social sites, computer bullying and other topics were presented to patrons.

Goal 5: Build strong collaborations with other City departments such as the Art and Culture Commission, Economic Development Department and with community businesses and organizations

- 5.1 Draw on the “new leader” opportunity to reconnect with community and stakeholders, i.e., service clubs, Chamber of Commerce, etc. via the library.

What	Who	When	Status
Explore opportunities for partnership with other organizations whose objectives align with those of the Children’s and YA Departments	Children’s and YA Librarians	Spring 2016	Completed and ongoing. Children’s Senior Librarian has regularly attended Kiwanis and Women’s Club meetings.

- 5.2 Promote multiple avenues to obtain the services that public libraries offer.

Establish Twitter Account	Technical Services Senior Librarian	September 2015	Completed and ongoing. Staff promote programming and other events.
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- 5.3 Bring public awareness to other City departments of all services the library provides free of charge or at little cost

Offer assistance to other City departments in grant writing professional services library staff are knowledgeable in	City Librarian with the help of professional library staff	Spring 2016 - 2018	Completed. City departments have utilized library staff services and knowledge when inquiring about professional writing.
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5.4 Engage interdepartmental partnerships to promote services correlated with public service and City assistance.

What	Who	When	Status
Offer the Summer Pool Party in conjunction with Aquatics and Parks and Recreation and explore additional opportunities for partnership with these departments	Children's Librarians	June 2016	Completed and ongoing. 2017 was the third annual Pool Party to close out the Children's Summer Reading Program.
Neighborhood Watch	City Librarian and Monterey Park Police Departments	Spring 2016	Completed. A different approach presented by the Technical Services Senior Librarian was implemented using an eBlast within neighboring communities.
Home Fire Prevention	City Librarian, Senior Reference Librarian, Fire Department	March 2016	Completed. Fire Department did on-site training and at a storytime

5.5 Expand community partnerships with local businesses so the library can aggressively offer library services to patrons that provide trainings in commercial and nonprofit employment.

What	Who	When	Status
Contact workforce skills centers and employment agencies	Adult Reference Librarian and Literacy Administrator	May 2016	Completed. Literacy program has partnered with Workforce Employment agencies through the WIOA II Grant. Adult Reference continues to post job referrals from EDD.

5.6 Host annual Libraries, Economic Development and Jobs Summits that will highlight the important role the library plays as a public center in job seeking, identifying best practices and providing opportunities for major employers in locally and regionally to work with the library.

What	Who	When	Status
Invite Economic Development City staff and job recruiters to the library for promotional events	City Librarian, Adult Reference Librarian and Literacy Administrator	March 2016, 2017, 2018	Completed and ongoing. A strong relationship between Economic and Community Development and library has been established to promote library events.